



Catering Permit Application

City of Kansas City, Missouri
Neighborhood Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106 (816) 513-4561

Name of event: _____

Licensee's DBA name: _____

Applicant's name: _____ Phone number: _____

Managing officer, sole owner, partner, or corporate officer ONLY

Complete the following based on where the event will be held

Date(s) of event: _____ Time(s) of event: _____

Location: _____
Street address Zip code

Names and phone numbers of two people who will be onsite managing this event

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Property owner: _____ Phone number: _____

This event will be a: ☐ public event ☐ private event (invitation only) **Number of attendees expected each day:** _____

Type of event or function to be catered: ☐ concert ☐ reception ☐ other: _____

Type of alcohol to be served (see #5 on page 2): ☐ full drink ☐ malt liquor and light wine (14 percent alcohol or less)

List all to be provided: ☐ DJ/band (see #15 on page 2) ☐ music (see #15 on page 2) ☐ dancing (see #3 on page 2)

☐ food/mixed drinks (see #15 on page 2) ☐ tent (see #14 on page 2) ☐ street closing (see #17 on page 2)

Location of event: ☐ indoors ☐ outdoors ☐ public park (see #18 on page 3) ☐ other: _____

If event will be held outdoors, list the type of barricade that will be used to enclose the event: ☐ plastic snow fence

☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other: _____

If the event will be held outdoors, list the number of portable toilets that will be onsite during the event: _____

Security requirements (see #13 on page 2) security will be: ☐ armed ☐ unarmed Number of officer's onsite: _____

Security company: _____ Phone: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A CATERING PERMIT

- ☐ **Application & all other required documentation submitted prior deadline** (see #4 on page 2 for more information)
- ☐ **EventHub application submitted** – For outdoor events, you must apply for a “KCMO Outdoor Event Permit” and have a “PENDING” status (visit www.kceventhub.org for more information)
- ☐ **\$15 dance hall permit** (see #3 on page two for more information)
- ☐ **\$15 permit fee** – fee is per calendar day and the permit is good for up to 120 consecutive hours
- ☐ **\$10 Jackson County permit fee** – only if the event is located in Jackson County
- ☐ **Approval letter from the property owner** (see #8 on page two for more information)
- ☐ **Agreement letter between caterer and event sponsor** (see #9 on page two for more information)
- ☐ **Security contract** outlining the details of security during the event (see #10 on page two for more information)
- ☐ **Detailed diagram** of the layout of the premises (see #11, 12, & #13 on page two for more information)
- ☐ **Temporary Health Permit** (see #15 on page two for more detailed information)
- ☐ **Noise Permit** (see #15 on page two for more detailed information)
- ☐ **Street festival permit** (see #17 on page three for more information)
- ☐ **State temporary catering permit** (see #2 on page two for more information)
- ☐ **Fire Department approval** (see #14 on page two for more information)
- ☐ **City Planning & Development Department approval** (see #16 on page two for information)
- ☐ **Board of Parks and Recreation Commissioners Approval** (see #18 on page three for more information)

[] **Employee liquor permits** (see #19 on page three for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Managing officer, sole owner, partner or corporate officer

Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Application: [] approved [] disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: [] issued [] not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

State reason if permit not issued: _____

Requirements & policies governing catered events

1. **Qualifications** – Only a Kansas City, Missouri liquor-by-the-drink licensee is eligible to receive a catering permit. **Sec 10-105(a)(1)**
2. **State License** – You must submit a copy of a temporary catering liquor license from the State of Missouri Division of Alcohol & Tobacco Control to Regulated Industries Division in order to receive a catering permit from the City. **State of Missouri Division of Alcohol & Tobacco Control.**
3. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit is required and can be obtained from Regulated Industries Division (**\$15 per day**). **Sec 10-105(a)(4)**
4. **Application Deadline** – Applications must be filed with Regulated Industries Division at least 5 weekdays prior to the date that the scheduled function, occasion, or event is to take place. **Sec 10-105(a)(2)**
5. **Type of Alcohol Sold/Dispensed** – A catering permit shall only authorize the sale of the same type of alcohol during the same hours as specified on the Licensee's current liquor license. **Sec 10-105(b)(3)**
6. **Temporary Basis Only** – No catering permit will be issued for any non-licensed premise if it has been determined that the intent is to operate as a venue holding a permanent liquor license. **Sec 10-105(b)(5)**
7. **Permit Expiration** – Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
8. **Approval Letter** – A copy of an approval letter between the owner or manager of the property upon which the function, occasion or event is to take place and the sponsor of the function, occasion or event, stating the agreed upon date, starting and ending time, and the actual location. **Sec 10-105(a)(3)(l)**
9. **Agreement Letter** – A copy of the agreement letter between the Kansas City, Missouri, liquor-by-the-drink licensee applying for the catering permit and the sponsor for the function, occasion, or event, stating the type of event being hosted. **Sec 10-105(a)(3)(m)**
10. **Security Requirements** – A copy of the security contract along with a detailed description of security measures for crowd control, including the number of security employees and the number of commissioned security officers to be present throughout the entire event. **Sec 10-105(a)(3)(e)**
11. **Diagram of Points of Service** – A diagram of the premises which includes the areas and points of service where the alcohol will be sold or served. **Sec 10-105(a)(3)(n)(i)**
12. **Diagram of Security** – A diagram of the premises to include the location where security personnel will be stationed and showing all entrances & exits while the function, occasion or event is operating. **Sec 10-105(a)(3)(n)(ii)**
13. **Diagram of Barriers** – A diagram of the premises to include a description of the barriers used to contain the event to prevent people from removing alcoholic beverages from the premises. **Sec 10-105(a)(3)(n)(iii)**
14. **Fire Director's Approval** – A **Fire Permit** (indoor event) or **Place of Assembly Permit** (outdoor event if a tent is used) may be required by the City of Kansas City, Missouri, Fire Marshal's Office. **Sec 10-105(a)(3)(c)**
15. **Health Director's Approval** – A **Temporary Event Health Permit** or **Noise Permit** may be required by the City of Kansas City, Missouri, Health Department. **Sec 10-105(a)(3)(c)**
16. **City Planning & Development Director's Approval** – A **Certificate of Occupancy**, **Occupant Load Certificate**, or, **Temporary Use Permit** may be required by the City of Kansas City, Missouri, City Planning & Development Department. **Sec 10-105(a)(3)(c)**

- 17. Street Closure Permit** – If a public street will be blocked off for the event, a permit/certificate may be required by the Public Works Department. **Sec 10-105(a)(3)(c)**
- 18. Board of Parks and Recreation Commissioners Approval** – If the event is to be held in a public park, authorization may be required by the Board of Parks and Recreation Commissioners. **Sec 10-105(a)(3)(c)**
- 19. Employee Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. **Exceptions** to this are as follows: **Sec 10-105(b)(2) & 10-291(b)(2)(3)**
- Anyone who directly participates in the delivery or dispensation of alcoholic beverages for a banquet that is located outside of a restaurant-bar or tavern space within a convention hotel or motel
 - Anyone who directly participates in the delivery or dispensation of alcoholic beverages at a sports stadium which is primarily used for professional sporting events or at an arena used primarily for concerts and collegiate or professional sporting events
- 20. Containers** – Alcohol served at outdoor events must not be served in glass containers. **Sec 10-105(b)(4)**
- 21. Proof of Permit** – It is mandatory that both a city permit and state license must be available for display upon request of any law enforcement officer and/or investigator designated by the director for any catered event. **Sec 10-105(a)(2)**
- 22. Violations** – Any violation of the provisions set forth in chapter 10 of the Code of Ordinances of the city by a person holding a catering permit, or their employee, agent or servant, while operating under a catering permit which occurs on the premises being catered, shall cause the permittee and their employee, agent, or servant to be subject to administrative action by the director and prosecution as provided by chapter 10 as though the violation had occurred on the permittee's original licensed premises. **Sec 10-105(e)**
- 23. Effect of Denial of Permit** – If the application is denied, an application to protest the denial may be submitted to the director as referred to in Chapter 10 of the Code of Ordinances of the City of Kansas City, Missouri. If an application for a catered event is denied because the director determines that the proposed premises has or likely will cause a nuisance to or change in character of the immediate area surrounding the premises, the applicant will have the option to request neighbor notification as outlined in section 10-214 of this chapter. If less than 50% of the eligible neighbors who file a written response with the director oppose the granting of a license at the premises, the director shall withdraw the determination that the proposed premises has or likely will cause a nuisance to or change in the character of the immediate area surrounding the premises. **Sec 10-105(f)**

6-10-2022